Initial Setup Walkthrough: Public Applicant Portal
City of Bellaire – Development Services
2021

Overview:

IMPORTANT NOTE: This is a basic guide developed to assist with general account setup. For more detailed assistance, please refer to the wiki at the following link:

https://help.dudesolutions.com/Content/SmartGov/CitizenPortal/Citizen-Portal.htm

For any other questions contact the Development Services Department at (713) 662-8230 or by e-mail at inspections@bellairetx.gov.
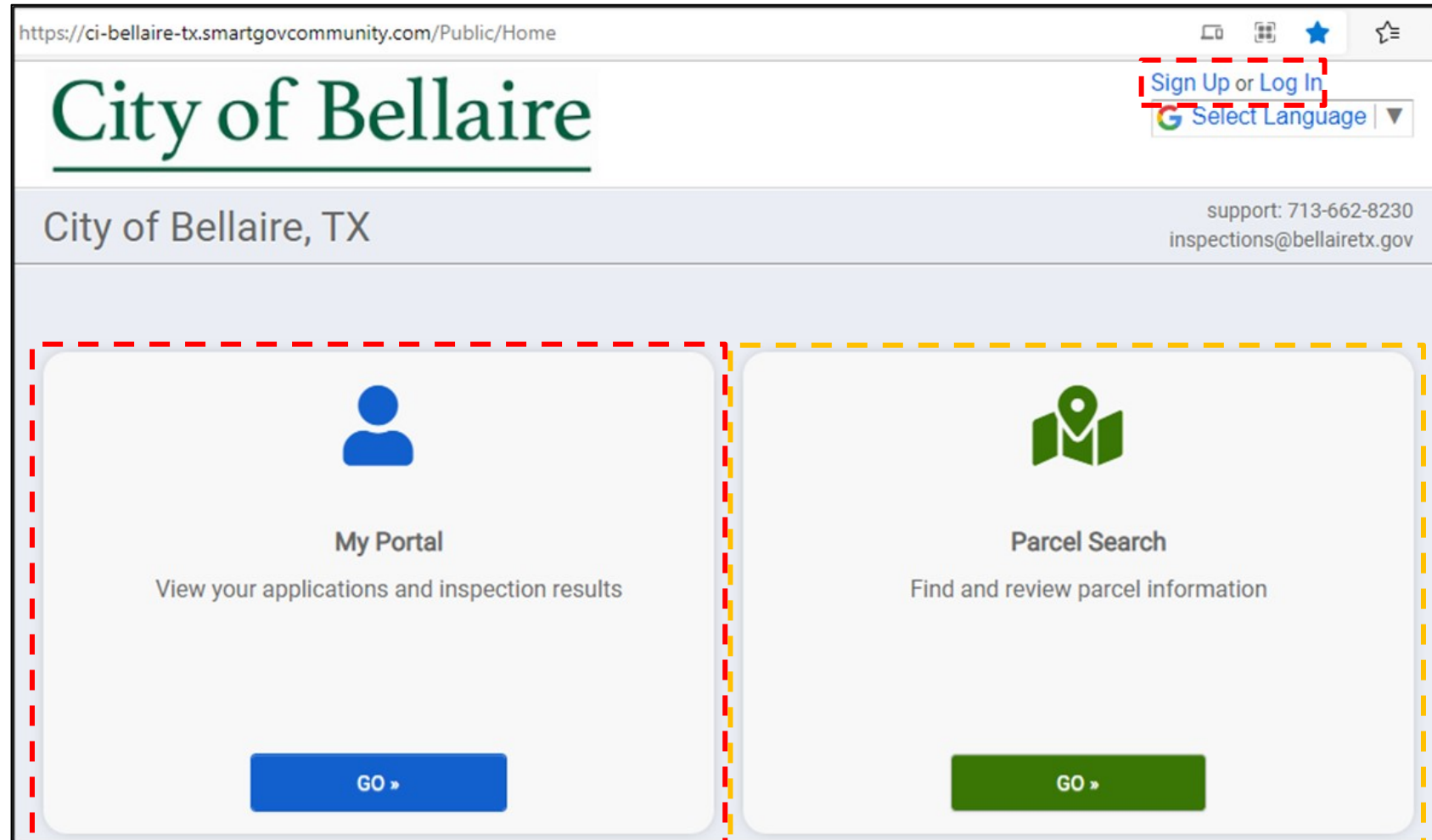
Contents:

The Portal for all requests through Development Services is located at the following URL: https://ci-bellaire-tx.smartgovcommunity.com/Public/Home


Use the **MY PORTAL** section to apply for permits and contractor registrations, schedule an inspection, and view inspection activity.

Note: Prior to utilizing all features of the portal; applicants must sign up for an account

The **PARCEL SEARCH** section contains an interactive City map with Zoning and FIRM (flood category) information.

Note: The PARCEL SEARCH does not require registration and can be used without an account.

Account Setup
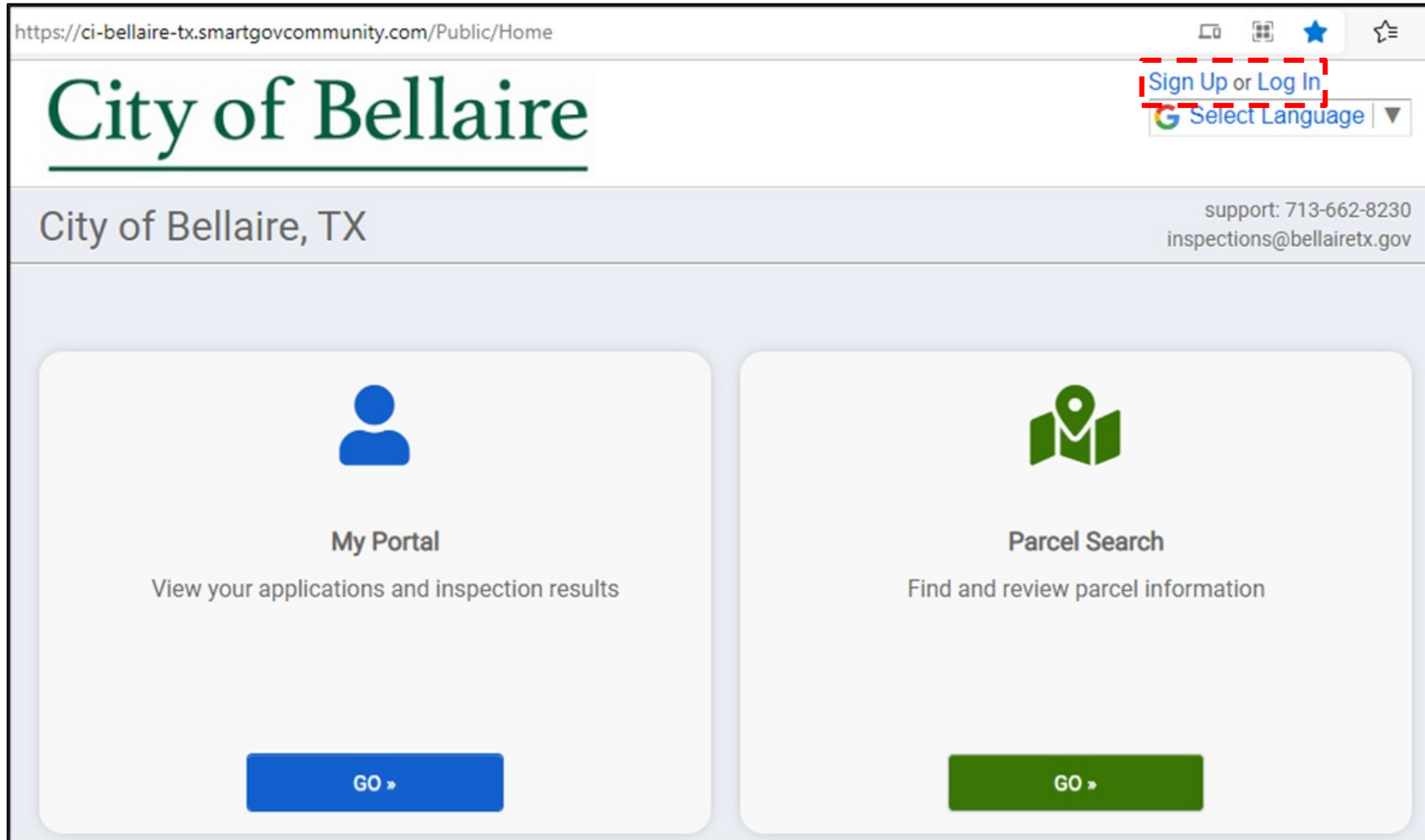
When setting up an account, ensure that you provide a monitored email address as this is where all communication will be sent.

NOTE: The Access Code is not required and is only when previously directed by the City of Bellaire

Ensure the phone number listed is an active number that is available during business hours with availability to leave a message.

NOTE: The Display Name must be the name of the company, not the individual. This will auto populate with first/last name and will need to be updated

Please ensure that this is spelled correctly.

Before completing your account set up, you will have the option to correct any errors before final submission.

After creating an account on the portal, the email address must be verified prior to completing a request.

Once you have validated your email address, you should ensure email preferences are set to receive updates.

Step 1: Click Your Name in the upper right of the screen; then click "My Account"
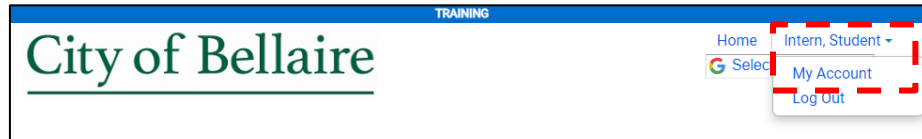
Step 2: Click the link to checkout
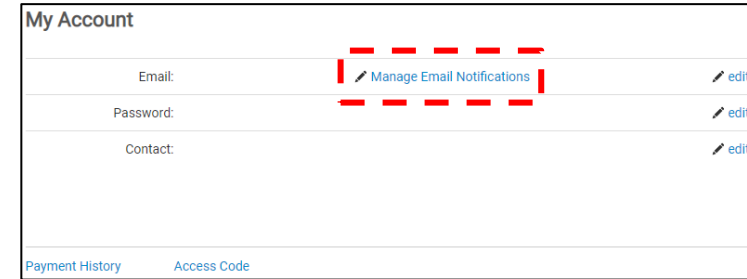
Step 3: Ensure the boxes are checked for the notification you would like to receive

New Contractor Registration

Select "Yes, I'm a contractor for this project" from the pop-up screen.

IMPORTANT NOTE: The homeowner exemption is for homeowners only. Falsifying this selection will result in your application being denied.

Select Development Services in the Category drop down menu.
Then select the appropriate registration type from the Application menu

What type of application do you need today?

Select a category to view your options

Development Services (Contractor Registration, Food Vendor, ... ▼

- ○ Address Request
- ○ Builder - General Contractor Registration
- ○ Certificate of Occupancy - Commercial
- ○ Certificate of Occupancy - Residential
- ○ City Leased Property
- ○ Electrical Contractor Registration
- ○ Food Dealer Permit
- ○ Garage or Estate Sale Permit
- ○ HVAC Contractor Registration
- ○ Irrigator Contractor Registration
- ○ Master Plumber Contractor Registration
- ○ Mobile Food Vendor Permit
- ○ Parking Pass Permit
- ○ Permanent Sign Permit (Ground / Monument / Wall / Window)
- ○ Registration for Architect, Designer, etc.
- ○ Right of Way Permit
- ○ Special Event Permit
- ○ Temporary Food Vendor Permit
- ○ Temporary Sign Permit (Banner, Dumpster, Temporary, Refaces, etc.)
- ○ Tree Disposition Permit

CANCEL   NEXT

Confirm that the correct registration type was selected in License Type; Ensure Doing Business As is the same as your company name

Note: Doing business as should be the same company name you have registered as

When entering the Applicant details; ensure license number and expiration date are correct

Applicant details

Please confirm your details.

Applicable State of Texas License Number or NA:*

Applicable State License Expiration Date or 1/1/2000:*

Company Name:*

Company Daytime Phone Number:*

Emergency Contact Phone Number:*

Company Full Mailing

Note: State registered contractors must input the state license numbers. General contractors should provide the drivers license number of the primary contractor.

Follow the Prompts for Address Location

Site location

> FOR CONTRACTOR REGISTRATIONS - THIS SCREEN REFLECTS YOUR MAILING ADDRESS.

> FOR FOOD DEALERS, MOBILE FOOD VENDORS AND TEMPORARY FOOD PERMITS - THIS SCREEN REFLECTS YOUR PRIMARY PHYSICAL LOCATION.

Address: *(NOT THE JOB SITE ADDRESS)*

City:

State:

Zip Code:

I want to enter a parcel # instead.

← PREVIOUS   NEXT →

Once you have submitted the request, an application number will be provided. Ensure this number is available when contacting Development Services.

In order to review any submitted applications, select the VIEW button on My Applications tab of the portal

Click on the blue letters that match your request number

Click Submittals or scroll down to the Submittals area.

REG07989 Building - Concrete Contractor Registration

✉ Contact

Business: Student Intern	License Status: Pending Renewal Status: Application Received Effective: 7/14/2021 Expires:	Due Now: **$0**⁰ Additional fees may be required

👤 Contacts   📮 Submittals   🏷 Fees

👤 Contacts

Applicant for contractor registration or
business license:

📮 Submittals

After completing request, applicant must upload all required documents before Development Services can approve request.

Contacts | Submittals | Fees

Contacts
Applicant for contractor registration or business license:

Submittals

Submittal	Required	Received	Version	Status	
Contractor Registration Form (Not Required for Online Apps)	Yes		1	Pending	0 Files
Valid form of personal identification [drivers license, passport]	Yes		1	Pending	0 Files
Certificate of Insurance	Yes		1	Pending	0 Files

Fees

Fee	Amount	Paid	Balance	Due Now
Contractor Registration	$85.00	$0.00	$85.00	$0.00
Contractor Registration Administrative Fee	$30.00	$0.00	$30.00	$0.00
Total :	$115.00	$0.00	$115.00	$0.00

Click on the blue 0 Files link. This will take you to a file upload screen.

If you have any issues uploading files, contact Development Services for assistance before proceeding.

IMPORTANT: Only upload one file for each submittal. Combine all documents into one PDF file.

REG08096 Builder - General Contractor Registration
✉ Contact

Certificate of Insurance

Version	Status	Received	Deficiency Report
1	Pending		

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	Delete

Return To License Detail | ⊕ Upload | ⊗ Delete

If you do not see an Upload or Delete button, contact Development Services for assistance before proceeding.

After Uploading All Required Documents, Contact Development Services

IMPORTANT: After completing registration requests, your license registration must be verified prior to being able to request permits.

Phone: (713) 662-8230 or
E-mail: inspections@bellairetx.gov

Building / Service / Zoning Requests

Apply Online
Apply online with our quick and easy process
APPLY »

Pay Online
Pay your applications quickly and securely
PAY »

My Inspections
Request an inspection when you are ready
REQUEST »

View Applications
30 active
0 expired / inactive
0 closed
My Applications
Review your applications and inspection results
VIEW »

IMPORTANT: For Contractors, after completing registration requests, your license registration must be verified prior to being able to request permits.

Phone: (713) 662-8230 or

E-mail: inspections@bellairetx.gov

Select "Yes, I'm a contractor for this project" from the pop-up screen.

Are you applying as a contractor today?

What type of a...

○ Yes, I'm a contractor for this project

○ I'm the homeowner claiming exemption from licensure

Select a cate...

Select a c...

[CONTINUE]   [CANCEL]

IMPORTANT NOTE: The homeowner exemption is for homeowners only. Falsifying this selection will result in your application being denied.

Select Category and Application Type

What type of application do you need today?

Select a category to view your options

Building Permits (Construction, Electrical, Plumbing, HVAC, et... ▾

○ Commercial - Addition Permit   ○ Commercial - Addition with Remodel
○ Commercial - New Permit   ○ Commercial - Remodel Permit
○ Curb Cut Permit   ○ Demolition Permit
○ Driveway / Flatwork Permit   ○ Fence Permit
○ Flood Repair Permit   ○ Floodplain Development Permit (FPDP)
○ Generator Permit   ○ Home Elevation Permit
○ Moving (Structure Relocation)   ○ Photovoltaic / Solar Permit
○ Residential - Addition Permit   ○ Residential - Addition with Remodel Permit
○ Residential - New Permit   ○ Residential - Remodel Permit
○ Roofing or Re-Roof Permit   ○ Sewer and or Water Tap permit
○ Swimming Pool Permit

CANCEL   NEXT

If the drop down does not show Building Permits as a Category, return to the previous section and ensure contractor registration is complete.

Enter the job site address. Follow the instructions on the screen to ensure proper processing of the application.

Where is your project located?

A valid site address is required for all permit applications. Start typing the site address for your permit. Once the address populates, please select it by clicking on it. For right-of-way permits only, if work is not taking place at an exact address, enter full street name or intersection.

If your address does not populate, try locating the parcel number https://hcad.org/property-search/real-property/real-property-search-by-address/. Then enter parcel number below.

I want to enter a parcel # instead.

Address:

| *(INSERT JOB SITE ADDRESS HERE)*

City:

State   Zip Code

TX   ▾

CANCEL   NEXT

After Selecting a HCAD listed address, the parcel information will auto populate. Verify the information for accuracy before continuing.

Where is your project located?

A valid site address is required for all permit applications. Start typing the site address for your permit. Once the address populates, please select it by clicking on it. For right-of-way permits only, if work is not taking place at an exact address, enter full street name or intersection.

If your address does not populate, try locating the parcel number https://hcad.org/property-search/real-property/real-property-search-by-address/. Then enter parcel number below.

Parcel #:

HCAD Parcel # will Appear Here

Address:

Address will Appear Here

Edit Information

If this information is incorrect, edit the information before continuing.

CANCEL   SAVE AND CONTINUE

After confirming the address, the portal will bring you to your application screen. Follow the onscreen instructions.

For the site location, ensure you select the auto corrected address that best matches your request

City of Bellaire

Residential - New Permit

Estimated Fees

$235⁰⁰

Building Permits (Construction, Electrical, Plumbing, HVAC, etc.)

Application Number	P21-01061
Current Status	Not Submitted

Additional fees may be required

Please complete the following information to submit your permit application.

❓ NEED HELP?

▲ My Project   ✅ Done

PLEASE PUT IN A FULL DESCRIPTION. We will not be able to assess your permit if we do not understand the type of project you are doing.

NOTE: If you are unsure of what type of permit you need, please contact the Development Services Department at713-662-8230 for assistance.

Location

← View Applications   Estimated Fees **$235**⁰⁰   SUBMIT APPLICATION

Scroll down to the My Project drop down and expand the section. Fill out all required information before continuing. Then click save.

▲ My Project   ✓ Done

PLEASE PUT IN A FULL DESCRIPTION. We will not be able to assess your permit if we do not understand the type of project you are doing.

NOTE: If you are unsure of what type of permit you need, please contact the Development Services Department at713-662-8230 for assistance.

Location

Parcel

BELLAIRE, TX 77401

✎ Change Location

Created	11/12/2021
Approved	- -
Issued	- -
Closed	- -
Application Expires	12/12/2021

Give your project a name

(Insert Job Site Address Here)

Describe the purpose of the permit

(If Subcontractor, this must include primary permit number)

Scroll down to the Related Permits drop down and expand the section. Required permits must be submitted prior to permit issuance.

▲ **Related Permits**

🟠 **Additional permits identified for your project**

Additional permits are needed for your project. Below are those directly related to the permit you are currently viewing

🔗 VIEW ALL REQUIRED PERMITS

*   *Required for review and approval of your application*

🕐 *Required before the parent permit can be closed*

Permit Type	Reference Number	Current Status
Fence Permit *	P21-01062 Not Submitted	Application not complete
Floodplain Development Permit (FPDP) *	- -	APPLY NOW
Sewer and or Water Tap permit *	- -	APPLY NOW
Tree Disposition Permit *	- -	APPLY NOW
Curb Cut Permit 🕐	- -	APPLY NOW

If you do not see a subordinate permit that you have submitted, contact Development Services.

Click APPLY NOW to create a sub permit from this screen.

Scroll down and verify the permit Contacts (if necessary). Expand the Permit Contractors section and verify all contractor information.

▼ Permit Contacts   ✓ Done

▲ Permit Contractors   ✓ Done

Start typing the contractor's business name and click the selection from the drop-down choices. If your contractor is not listed, or you are not using a contractor, please click on the Next button to continue with your application.

Contractor	License Number	Primary	
		○	X Remove
		◉	

⊕ ADD CONTRACTOR

☐ We have not hired a contractor for this project

Contractor Registration and Insurance must both be listed separately.

Scroll down and expand the Permit Details. Double check all information before saving as these details will affect fee amounts.

Note: Do not add figures such as dollar signs or percent signs

After completing request, applicant must upload all required documents before Development Services can approve request.

Permit Submittals   At least 1 file must be uploaded for each submittal requirement   ❗ Not Complete

*   *Required for Application*

🕐   *Required before permit can be closed*

Submittal Name	Received	Version	Status	
Revisions to Previously Issued Permit (address_revisions.pdf)	n/a	1	Pending	Upload
Approved Plans Documents	n/a	1	Pending	0 Files
Based on construction Documents. Provide Flood Vent Calculations. (File Name: Address_EC.pdf) *	--	1	Pending	Upload
Boundary and Topographical (File Name: Address_Survey.pdf) *	--	1	Pending	Upload
Tree Disposition Plan & Tree Survey (File Name: Address_Tree.pdf) *	--	1	Pending	Upload
CenterPoint Approval (File Name: Address_CenterPoint.pdf) — IF NO POWERLINE IN VICINITY, UPLOAD PHOTO EVIDENCE *	--	1	Pending	Upload
One-Call Utility Location (File Name: Address_Onecall.pdf) *	--	1	Pending	Upload
Completed Connection Sheet and Site Plan with Water Meter and Tap locations (File Name: Address_Watermeter.pdf) *	--	1	Pending	Upload

Documents with an "n/a" in the Received column are not required for submittal, all documents with a "--" in the Received column must have a file uploaded prior to submittal.

Click on the blue Upload word. This will take you to a file upload screen.

Only submit one file per requirement. File must be named as described in Submittal Name.

Once required documents have been uploaded and processed, fee details will populate in the fee portion of the application as well as in the fees tab

▲ Permit Fees — Estimated Fees $315.00

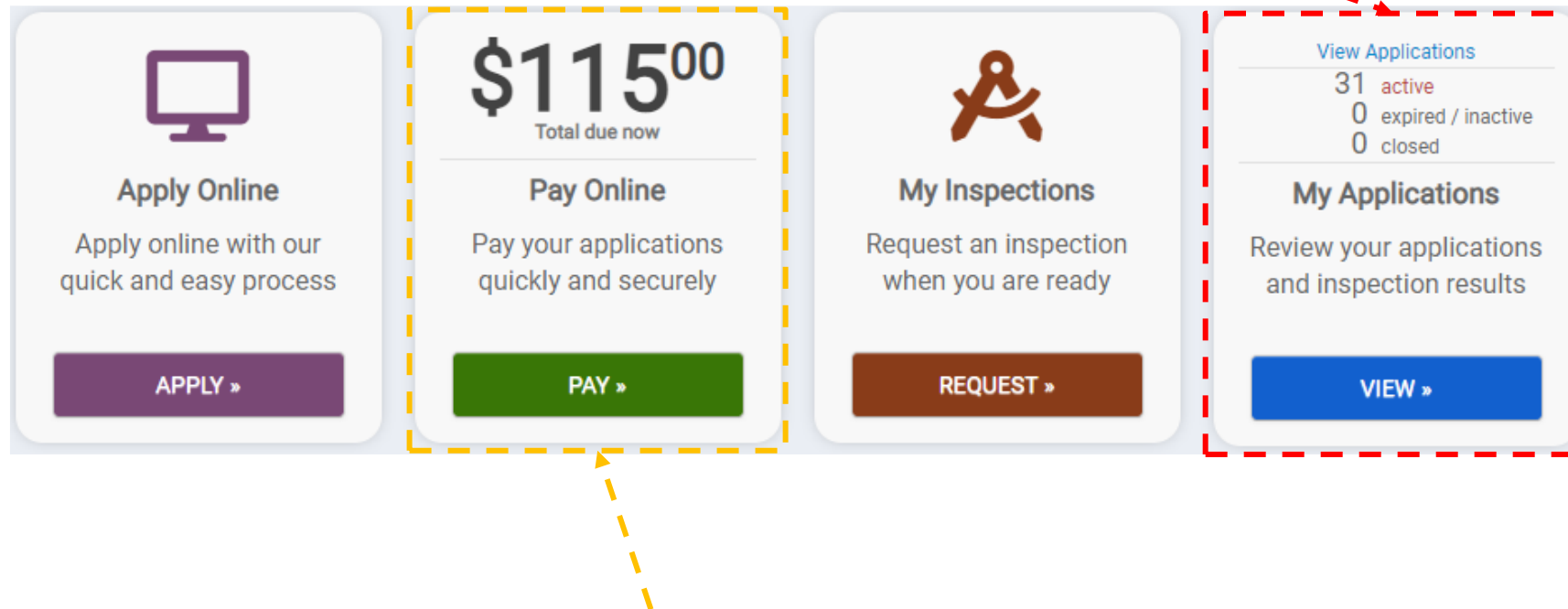| Fee	Amount	Paid	Balance	Due Now
Residential - New Permit P21-01061				
Fire Marshal Plan Review	$ 50.00	$0.00	$ 50.00	$0.00
Dr...	0.00	$0.00	$ 0.00	$0.00
Pe...	30.00	$0.00	$ 30.00	$0.00
Bu...	70.00	$0.00	$ 70.00	$0.00
Certificate of Occupancy - Final	$ 50.00	$0.00	$ 50.00	$0.00
Residential Plan Review Fee	$ 35.00	$0.00	$ 35.00	$0.00
Total	**$ 235.00**	**$ 0.00**	**$ 235.00**	**$ 0.00**

IMPORTANT: IF THERE ARE ANY CONCERNS WITH ACCURACY OF THE FEES, CONTACT THE DEVELOPMENT SERVICES DEPARTMENT IMMEDIATELY

Once all required details have been provided and all Submittal Document have been uploaded, you will be able to submit your application.

Residential - New Permit

Building Permits (Construction, Electrical, Plumbing, HVAC, etc.)
Application Number   P21-01061
Current Status   Not Submitted

Estimated Fees
$315.00

Additional fees may be required

Please complete the following information to submit your permit application.

❓ NEED HELP?

▼ My Project   ✅ Done

▼ Related Permits   ℹ️ Additional permits identified for your project

▼ Permit Contacts   ✅ Done

▼ Permit Contractors   ✅ Done

▼ Permit Details   ✅ Done

← View Applications   ✔ Your application is complete!   SUBMIT APPLICATION

A green check mark and the word Done will show up on completed sections.

After clicking Submit Application, a pop-up will display. Note the 48-hour expected response window.

You can return to your application from the My Applications Tab

The Permit Approval Steps section of the permit will show the status of the approvals.

▼ Permit Inspections   There are 11 required inspections for this permit

▲ Permit Approval Steps   Follow the approval process

ⓘ Follow your application through the approval process.

Step	Status	Date
Building Plan Review	Corrections Noted	11/12/2021
Drainage Review	Pending	11/12/2021
Plan Review - Fire Marshal	Pending	11/12/2021

If deficiencies are noted but you do not receive an email or notification of the details, contact Development Services.

Fee Payment

IMPORTANT: IF THERE ARE ANY CONCERNS WITH ACCURACY OF THE FEES, CONTACT THE DEVELOPMENT SERVICES DEPARTMENT IMMEDIATELY

Note: For any questions regarding payment of fees, contact development services at the below phone number or email address.

Phone: (713) 662-8230 or

E-mail: inspections@bellairetx.gov.

Prior to seeing a payment, applicants must be approved by Development Services. Status of applications will update real time in My Applications.

Apply Online
Apply online with our quick and easy process
APPLY »

$115⁰⁰
Total due now
Pay Online
Pay your applications quickly and securely
PAY »

My Inspections
Request an inspection when you are ready
REQUEST »

View Applications
31 active
0 expired / inactive
0 closed
My Applications
Review your applications and inspection results
VIEW »

Total due appears in the Pay Online link. VERIFY THE FEE AMOUNT IS CORRECT. Then: Click the link for details on required payments.

If you see "Pay in Office", contact development service by phone at (713) 662-8230 or by E-mail at inspections@bellairetx.gov.

If you see the option to pay online follow the steps below.

Step 1: Click add to add the fee to your cart

Step 2: Click the link to checkout

Step 3: Click the second "Proceed to Checkout >>" link

Follow the steps on the payment website and you will be redirected back to the Portal once you have completed the payment

Note: Ensure a valid email address is used and maintain the receipt

After a payment has been made, you will receive a payment confirmation on the Portal.

Additionally, payment confirmation can be viewed in the My Applications tab of the portal under the associated request.
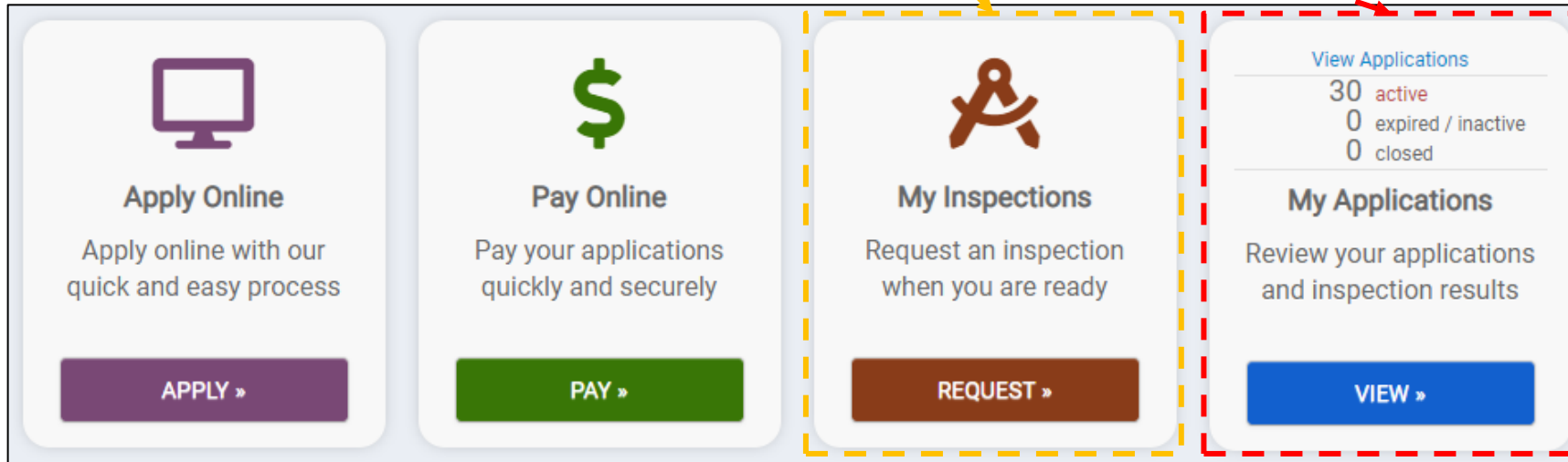
Inspection Requests

Note: Prior to requesting an inspection, all fees must be paid, licenses must be valid (not expired), and permits must be ISSUED (not pending)

Phone: (713) 662-8230 or

E-mail: inspections@bellairetx.gov

Inspections may be made through the Permit Inspections section of the application or through the My Inspections section.

Inspection requests cannot be made until the associated Permit Request has been issued. Inspections will not be conducted without issuance of a permit.

Request an Inspection

Inspections are scheduled for the next business day only. Cut off time for next day inspections is 4 PM. Inspections requested after 4 PM will scheduled for the following business day.

Application: | TAP21-00003 : SEWER TAP - WATER TAP : 7008 S RICE AVE, BELLAIRE ▾

Only **ISSUED Permits** with **No Fees Due** or **PENDING/VALID Licenses** that are **NOT EXPIRED** will be available for inspection requests

Inspection Type: | PLUMBING - FINAL ▾

Requested For: | 7/16/2021 📅

Requested For Time Slot: | TBD ▾

Comments: | Request Morning Inspection

✔ REQUEST INSPECTION

After an inspection request has been made, coordinating information can be seen on the My Inspections tab as well as in the details for the application associated with the inspection

Inspections Details in the My Applications tab will show up in the Request in which the inspection was associated with

▲ Permit Inspections		There are 11 required inspections for this permit	
Inspection	**Date**	**Status**	
Concrete Pour-Back Inspection	11/12/2021	Pending Initial Inspection	CANCEL
Piers Inspection			REQUEST INSPECTION
Forms Survey Inspection			REQUEST INSPECTION
Foundation Inspection			REQUEST INSPECTION
Hurricane Strips / Straps			REQUEST INSPECTION
Nail Pattern Inspection			REQUEST INSPECTION
Stucco Lath / Brick Tie Inspection			REQUEST INSPECTION
Rough Frame Inspection			REQUEST INSPECTION
Final Framing Inspection			REQUEST INSPECTION
Flat work / Pre-Pour) Inspection			REQUEST INSPECTION
Final Driveway Inspection			REQUEST INSPECTION
Fence Final Inspection			REQUEST INSPECTION
Tree Protection Inspection			REQUEST INSPECTION

Un-requested inspection may be requested through this section as well.